

Subject: IMPORTANT: 2017-2018 LCAP Preparation

From: Brooke Rios <brios@newlosangeles.org>

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To: "Kate O'Brien" <kobrien@newlosangeles.org>, Xochitl Lira <xlira@newlosangeles.org>, Gabreille Brayton <gbrayton@newlosangeles.org>, Daryl Brooks <dbrook@newlosangeles.org>

Hello Everyone,

I am pleased to share that Anjanette Urdanivia will be working with us on our LCAP again this year. Each of you will have a key roll in this process moving forward.

Anjanette's availability is limited, and we are scheduled to meet with her on February 28 at the following times:

- * 8:00-11:30 am: Elementary School LCAP (Brooke, Xochitl, Kate)
- * 11:30 am-2:30 pm: Middle School LCAP (Brooke, Xochitl, Daryl)

Lunch will be provided at 11:30.

On February 8, you will receive a google doc to complete prior to our meeting. Please make sure this template is completed thoroughly and includes the required data by February 25. I want to be sure to maximize our time with Anjanette the day of. Please let me know if you have questions about the template as Anjanette is happy to assist us in our process.

Daryl, I am including Gabrielle here in case you would like her to start working on reasonable portions of the template in your absence. I am going to let you both decide what this looks like. Gabrielle, you do not need to attend the meeting.

Thank you!

BR

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